

August 25, 2004

TO ALL CONSULTANTS:

RE: EOI Based Selection of Engineering Consultants
Order for Professional Services (OPS) Nos. 2056, 2057, 2058 and 2059
On-Call Engineering Services
Small Business Enterprise Set-Aside Program

The New Jersey Turnpike Authority (Authority) invites Expressions of Interest (EOIs) for professional services associated with four (4) two-year assignments for "On-Call Engineering Services" from Engineering consultants registered as a Small Business Enterprise (SBE) and prequalified as indicated below for each of the four service categories. Small Business Enterprise (SBE) shall mean a business as determined, defined and registered by the New Jersey Commerce and Economic Growth Commission (Commerce Commission). The term of each assignment shall be for a two-year term with an initial authorized amount of \$100,000 with an option for a one-year extension at the discretion of the Executive Director.

One consultant will be retained in each of the following categories;

General Engineering Services (OPS No. 2056)

SBE firms prequalified by the Authority and eligible in six (6) or more of the following Profile Codes may apply for this service category.

A092	Bridges: Miscellaneous Repairs
A250	Fully Controlled Access Highways
A251	Arterials Other than Fully Controlled Access Highways
A254	Parking Facilities
A257	Roadside Safety Features
A265	Roadway Storm Water Collection Systems
D470	Surveying: Topographic
D471	Surveying: Property and Right of Way
D490	Transportation Planning: Location and Alignment Studies
D491	Transportation Planning: Alternatives Analyses

Construction Management and Inspection (OPS No. 2057)

SBE firms prequalified by the Authority and eligible in three (3) or more of the following Profile Codes may apply for this service category.

B151	Construction Management
B152	Project Management (Scheduling)
B153	Roadway Construction Inspection
B154	Roadway Resurfacing Inspection
B155	Bridge Construction Inspection

Architectural Services (OPS No. 2058)

SBE firms prequalified by the Authority and eligible in both of the following Profile Codes may apply for this service category.

A060	Architecture: New Buildings
A061	Architecture: Renovations

Environmental Services (OPS No. 2059)

SBE firms prequalified by the Authority and eligible in four (4) or more of the following Profile Codes may apply for this service category.

C190	Preparation of EIS and EA's
C191	Wetland Delineations
C193	Air Quality Analysis/Noise Studies
C194	Site Investigations (incl. Hazardous Waste Screening)
C195	Soil & Groundwater Remediation Investigations
C196	Soil & Groundwater Remediation Designs
C441	Soil Management & Reuse Plans

Attached is a list of all SBE consultants prequalified and eligible as indicated for each of the four service categories. Any firm not on this list is encouraged to seek prequalification with the Authority and SBE registration with the Commerce Commission prior to the due date of the EOI.

Each firm shall indicate on their EOI the service category they wish to be considered for. Firms requesting more than one service category shall submit an EOI for each category and shall prioritize their request. No consultant will be awarded more than one OPS. .

The On-Call Engineering Services Consultants will be required to provide a variety of task oriented work assignments of various lengths and scope during the period of engagement, subject to the availability of funding allocated on a yearly basis. Tasks may be assigned from both the Turnpike Division and Parkway Division.

Scope of Services

During the course of the term of the assignment, the Authority expects to need a variety of professional engineering services to be performed in a number of specialties on an "on-call" basis. The services comprising each of the individual task assignments often will need to be performed on short notice, and completed within a short time frame. The consultant must be willing to devote the necessary resources to satisfy the Authority's needs in this regard.

Upon notification of a need for services, the consultant will present a staffing proposal, an estimate of hours, direct expenses and associated cost. The notification will include a task description, and identify the material on hand in the Authority's files, which will be made available to the consultant. All work shall be done in accordance with the Authority's design manual, construction manual or standards identified in the notification. All CADD work shall meet the requirements used in the supplemental form entitled "Design guide for the development of CADD files". It is expected that the consultant's response will be received by the Authority within five business days of receipt of the notification by the Consultant.

Proposals shall be submitted as cost-plus fee based on reimbursement of direct professional and technical salaries, except Corporate Officers, Partners, Owners and routine secretarial and clerical services, times a multiplier, not to exceed 2.6 (2.2 for Construction Services), based on a 10% allowance for profit and an overhead rate of 136.4%, or the individual firm's overhead rate as determined by Federal Audit Regulation (FAR) procedures, whichever is less, plus out of pocket expenses, outside specialized services and direct expenses at cost. Direct salaries (times the multiplier) for typing, assembly and production of reports specifically requested by the Authority will be compensable. These are the only typing services compensable for this assignment. The multiplier shall not be applied to the premium portion of overtime. The multiplier covers all overhead and profit. No expenses or costs shall be billed unless specifically included in the Proposal.

Direct expenses shall include mileage, at the Authority's prevailing rate and the cost for photographs (film and developing).

Specialized services are those required services performed by other firms at the Consultant's direction. Specialized services in excess of \$1,000 must be approved in advance by the Authority.

The consultant should anticipate meeting with Authority staff to discuss the scope and overall needs of each task. Upon arriving at a mutually agreeable scope, schedule, staff-hour estimate, personnel and cost, the Authority will notify the consultant in advance to proceed through the Work Request Authorization Form (WRAF) procedure. No work shall proceed until a WRAF is approved by the Authority's Chief Engineer.

Submission and Evaluation Requirements

Consultants being considered for this assignment must submit five (5) copies of an EOI response containing the following information:

1. Letter of Interest not exceeding five (5) single-sided letter-sized (8-1/2" x 11") pages indicating the category the firm is submitting for and summarizing the firm's:

- A) Experience on similar projects in the Profile Codes the firm is prequalified in
 - B) Experience of the Project Manager on these similar project
 - C) Key Personnel's Qualifications and Relevant Experience
 - D) Understanding of the project and the Authority's needs
 - E) Approach to the project
 - F) Firms Commitment and Ability to perform the proposed work and outstanding work with the Authority
 - G) Commitment to Quality Management
2. An organizational chart not exceeding one (1) page showing key personnel proposed for the representative employee titles. Task leaders' names, position titles, and reporting relationships should also be presented.
 3. One (1) page resumes for all key personnel stating relevant experience, including dates of assignments and professional qualifications.
 4. Provide the average hourly rates for direct salaries for the following titles; Project Manager; Task Leaders; Resident Engineer; Senior Engineer/Architect; Staff Engineer/Architect; Technician/Inspector. Also identify the proposed multiplier for your firm (maximum 2.60 for Design and 2.20 for Construction Supervision) for this procurement. Direct expenses, including travel costs, and print services for report documents, will be reimbursed, and yearly salary escalation will be permitted.
 5. Disclosure Form A - Outstanding Work (available on the Authority's website under Business Center, Professional Services, Expression of Interest, Supplemental Forms).
 6. U.S. Government Form 254.
 7. Affirmative Action Requirements (see Attachment to EOI Solicitation).
 8. Affidavit of Eligibility/Disclosure of Material Litigation (available on the Authority's website under Business Center, Professional Services, Expression of Interest, Supplemental Forms).
 9. SBE Certificate of Registration.

Firms submitting for more than one category shall list their category requests in priority order on each EOI and submit 5 separately bound copies of an EOI response for each requested category.

EOI's are limited to a total of eighteen (18) single-sided letter size pages, not including the Disclosure Form, Form 254, Affirmative Action Statement/Forms, Affidavit of Eligibility/Disclosure of Material Litigation Form and Registration Certificate. Anything in excess of this page limitation may not be read or considered. EOIs must be submitted no later than 5:00 p.m. on September 27, 2004 and delivered to:

New Jersey Turnpike Authority
Engineering Department
P.O. Box 5050
Woodbridge, New Jersey 07095-5050
Attention: Sean M. Hill, P.E.

Consultants will be fully responsible for delivery of their EOI. Reliance upon the U.S. Mail or other carriers is at the Consultant's risk. Late EOIs (received after 5:00 p.m.) will not be considered.

If the EOI submittal is incomplete, or the consultant does not meet any one of the provisions above, the EOI may be rejected.

The Authority has promulgated a Code of Ethical Standards pursuant to the laws of the State of New Jersey, a copy of which is attached. By submitting an EOI, your firm will be subject to the intent and purpose of said Code and to the requirements of the Division on Ethical Standards of the State of New Jersey.

All firms must have on file with the Authority a "Professional Service Prequalification Questionnaire" ("PSPQ") prior to the submission date.

Insurance coverages and an indemnification agreement which will be required by the successful Consultant are contained in the package entitled "INSURANCE AND INDEMNIFICATION," (available on the Authority's website under Business Center, Professional Services, Expression of Interest, Supplemental Forms).

Inquiries concerning the EOI may be faxed to Sean Hill at (732) 293-3683. The inquiry deadline is 3:00 PM, September 15, 2004. If any inquiries are received, responses will be posted on the Authority's website on September 16, 2004. Consultants will be responsible for submitting their EOIs in accordance with the RFEOI and any modifications, revisions and/or clarifications thereto as a result of the posted responses.

The EOIs will be ranked on the basis of numerical scores. For this project, the rating factors and weights are:

<u>Rating Factors</u>	<u>Weighting (%)</u>
1) Experience of the Firm on Similar Projects	20
2) Experience of the Project Manager on Similar Projects	15
3) Key Personnel's Qualifications and Relevant Experience	15
4) Understanding the Project and Authority's needs	15
5) Approach to the Project	15
6. Firms Commitment and Ability to perform the proposed work and outstanding work with the Authority	10
7) Commitment to Quality Management	10

Following a review of submitted Expressions of Interest, the Authority may request salary and fee proposal information from the firms it deems the most qualified. All respondents will be notified at completion of the process regarding their status.

Very truly yours,

Richard J. Raczynski, P.E.
Chief Engineer

RJR:ad

Attachments

cc: R. J. Grimm
File, w/att.

EOI Based Selection of Engineering Consultant
OPS 2056, 2057, 2058 and 2059

General Engineering Services

SBE firms prequalified in 6 or more of the 10 listed Profile Codes.

Alaimo Group	El Taller Colaborativo, P.C.
Amercom Corporation	Hopewell Valley Engineering, P.C.
Arora & Associates, P.C.	Perks Reutter Associates
Birdsall Engineering, Inc.	
Churchill, P.C.	

Construction Management and Inspection

SBE firms prequalified in 3 or more of the 5 listed Profile Codes.

ACT Engineering, Inc.	K. S. Engineers, P.C.
Alaimo Group	Kupper Associates
Amercom Corporation	Maitra Associates, P.C.
Armand Corporation	Medina Consultants, P.C.
Birdsall Engineering, Inc.	Perks Reutter Associates
Churchill P.C.	Promatech, Inc.
IH Engineers, P.C..	U.S. International Services, LTD.

Architectural Services

SBE firms prequalified in both of the 2 listed Profile Codes.

Alaimo Group	Tomaino, Tomaino, Iamello & Associates. P.A.
El Taller Colaborativo, P.C.	Yezzi Associates, L.L.C.
The Gibson Tarquini Group, P.C.	Zorab Vosganian & Associates
Sowinski Sullivan Architects, P.C.	

Environmental Services

SBE firms prequalified in 4 or more of the 7 listed Profile Codes.

Accutech Environmental Services., Inc.	Hill Environmental Group, Inc.
Birdsall Engineering, Inc.	Intex Environmental Group, Inc.
Brinkerhoff Environmental Services, Inc.	

ATTACHMENTS
TO
EXPRESSION OF INTEREST SOLICITATION
FOR
ON-CALL ENGINEERING SERVICES

ORDER FOR PROFESSIONAL SERVICES NOS. 2056, 2057, 2058 and 2059

August, 2004

TABLE OF CONTENTS

<u>SECTION</u>	<u>DESCRIPTION</u>
I.	ADMINISTRATIVE AND CONTRACTUAL INFORMATION
II.	COMPENSATION BASIS
III.	AFFIRMATIVE ACTION
IV.	AFFIDAVIT OF ELIGIBILITY/DISCLOSURE OF MATERIAL LITIGATION
V.	CODE OF ETHICAL STANDARDS
VI.	INSURANCE AND INDEMNIFICATION
VII.	DISCLOSURE FORM – OUTSTANDING WORK FORM
VIII.	SBE SET ASIDE

SECTION I

ADMINISTRATIVE AND CONTRACTUAL INFORMATION

Professional Corporation

Incorporated firms that have not filed a copy of a Certificate of Authorization, as required by NJSA 45:8-56, with the Authority must include a copy of the Certificate with the EOI.

Professional service corporations established pursuant to the "Professional Service Corporation Act," P.L. 1969, c. 232 (N.J.S.A. 14A:17-1 *et seq.*), are exempt from this requirement.

Signatures

Fee proposals must be signed by an officer authorized to make a binding commitment.

Incurring Costs

The NJTA shall not be liable for any costs incurred by any consultant in the preparation of its EOI for the services requested by this EOI solicitation.

Addendum to EOI Solicitations

If at any time prior to receiving EOI's it becomes necessary to revise any part of this EOI solicitation, or if additional information is necessary to enable the proposer to make an adequate interpretation of the provisions of this EOI solicitation, an addendum to the EOI solicitation will be provided to each consultant.

Acceptance of EOI's

The NJTA may award an Order for Professional Services (OPS) for these services to a proposer that the NJTA determines best satisfies the needs of the NJTA. The EOI does not in any manner or form commit the NJTA to award any OPS. The contents of the EOI's may become a contractual obligation, if, in fact, the proposals are accepted and an OPS is entered into with the NJTA. Failure of a proposer to adhere and/or honor any or all of the obligations of the EOI's may result in cancellation of any award of OPS by the NJTA.

Rejection of EOI's

The NJTA shall not be obligated at any time to award any OPS to any consultant.

Final Contract

EOI Selection of Engineering Consultant
OPS 2056, 2057, 2058 and 2059

Any OPS entered into with a selected consultant shall be a contract that shall be satisfactory to the NJTA in accordance with the laws of the State of New Jersey. It is understood that any OPS that may be awarded will be on the basis of a professional contract for services within the intent of the statutes and laws of the State of New Jersey, specifically N.J.S.A. 27:23-6.1.

Proposers are advised that the following language is included in the OPS regarding professional standard of care:

The Authority's Chief Engineer may disapprove at any time any item of service by the Consultant if such item is not in accordance with the requirements of this Order for Professional Services or the standard of care of the Consultant as set forth in this Section. The Consultant represents and warrants that it shall exercise that degree of care and skill ordinarily exercised under similar circumstances by members of its profession performing the kind of services hereunder and practicing in the same or similar locality at the same time. In the event of nonfulfillment of the foregoing warranty, the Consultant shall promptly re-perform at the written request of the Authority made at any time within a one (1) year period after the Authority's acceptance (by use) of the services, such corrective services (within the original scope of the Consultant's services) as may be necessary to conform to the foregoing warranty; provided further, however, that the Authority's Chief Engineer shall have the right throughout the course of the entire project to review the Consultant's work and request changes and corrections so that the services of the Consultant conform to the requirements of this Order for Professional Services and standard of care. All costs incurred by the Consultant in performing such correction services shall be borne by the Consultant.

Dissemination of Information

Information included in this document or in any way associated with this project is intended for use only by the consultant and the NJTA and is to remain the property of the NJTA. Under no circumstances shall any of said information be published, copied or used, except in replying to this EOI solicitation.

News Releases

No news releases pertaining to this project to which it relates shall be made without NJTA approval, and then only in coordination with the issuing office and the NJTA Media Relations Coordinator.

Public Records

Any proposal received from a proposer under this EOI solicitation constitutes a public document that will be made available to the public upon request. A proposer may request the Director of Law to deem certain sections of its EOI containing personal, financial or proprietary information non-disclosable, as permitted by N.J.A.C. 19:9-4.2(a)4, which determination shall be in the sole discretion of the Director of Law.

SECTION II

COMPENSATION BASIS

The Fee Proposal shall be submitted as a cost-plus fee, based on reimbursement of direct professional and technical salaries, except Corporate Officers, Partners, Owners and routine secretarial and clerical services, times a multiplier, not to exceed 2.60, based on a 10% allowance for profit and an overhead rate of 136.4% or, the individual firm's overhead rate as determined by Federal Audit Regulation (FAR) procedures, whichever is less, plus direct expenses and subconsultant services at cost. The multiplier shall not be applied to the premium portion of overtime. The multiplier covers all overhead and profit. No expenses or costs shall be billed unless specifically included in this RFEOI.

Salaries shall be charged at the Consultant's standard or overtime hourly rates. Individual standard and overtime rates must be approved by the Authority prior to commencement of work or whenever the Consultant proposes that an individual's rate be changed during the term of this OPS. The Consultant is responsible for managing each assignment, adhering to the number of hours and average salary rates, as presented in each Work Order Request Form. Overtime must be approved by the Authority.

If cost of living, or merit increases are anticipated during the life of the assignment, the rates shall be increased accordingly with a statement as to the percent increase included. If such a statement is not provided, wage rate increases for cost of living or merit will not be approved.

Direct expenses shall include only mileage, tolls, photographic film, film processing, vendor invoiced printing of phase review documents, meeting displays/exhibits as directed by the Authority, test pits, and the costs associated with the preparation, contracting for and administration of the boring contract, soil analysis and testing. Mileage will be paid at the prevailing rate. Only mileage and tolls between the project office and the job site and the Turnpike Administration Building are reimbursable. The Consultant shall provide the estimated direct cost for these services in the Fee Proposal.

Specialized services are those required services performed by other firms at the Consultant's direction. These services in excess of \$1,000 must be approved in advance by the Authority.

SECTION III

AFFIRMATIVE ACTION

The Consultant must certify that it does not discriminate in the hiring or promotion of any minorities, as designated by the Equal Employment Opportunity Commission of the United States of America, or the Department of Civil Rights of the State of New Jersey; and that it does not discriminate against any person or persons on the basis of race, creed, age, color, sex, national origin or handicap.

In addition, the consultant must state in the EOI that it agrees to fulfill all requirements and goals. The appropriate form must be completed and submitted to the NJTA by the selected consultant immediately after being notified of award of the OPS.

Exhibit AA1 - Mandatory Language for Professional Service Contracts.

Exhibit AA2 - AA-302 Form.

However, if a firm maintains a current Letter of Federal Approval, or a current Certificate of Employee Information Report Approval as issued by the Department of the Treasury, State of New Jersey, it may be submitted in place of the AA-302 Form.

EXHIBIT AA1

P.L. 1975, c. 127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE
PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

During the performance of this contract, the Contractor agrees as follows:

- A. The Contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation the Contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause;
- B. The Contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color national origin, ancestry, marital status, affectional or sexual orientation or sex;
- C. The Contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the Contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The Contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time.
- E. Bidders are required to comply with the requirements of P.L. 1975, c.127 (N.J.S.A. 10:5-31 *et seq.*) and all other applicable statutes, laws or regulations concerning discrimination in employment of workers on public works projects.
- F. The Contractor and its subcontractors shall furnish such reports or other documents to the affirmative action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the affirmative action office for conducting a compliance investigation pursuant to N.J.A.C. 17:27.

G. The parties to this contract do hereby agree that the provisions of N.J.S.A. 10:2-1 through 10:2-4, dealing with discrimination in employment on public contracts, and the rules and regulations promulgated pursuant thereunto, are hereby made a part of this contract and are binding upon them. During the performance of this Order for Professional Services, the Consultant agrees as follows:

SECTION IV

AFFIDAVIT OF ELIGIBILITY/DISCLOSURE OF MATERIAL LITIGATION

The Consultant must submit an Affidavit of Eligibility/Disclosure of Material Litigation on the form available on the Authority's website under Professional Services, Expression of Interest, Supplemental Forms.

SECTION V

CODE OF ETHICAL STANDARDS

By submitting an EOI, your firm will be subject to the intent and purpose of said Code and to the requirements of the Division of Ethical Standards of the State of New Jersey. The Code of Ethical Standards is available on the Authority's website under Business Center, Professional Services, Expressions of Interest, Supplemental Forms, "NJTA Code of Ethical Standards."

SECTION VI

INSURANCE AND INDEMNIFICATION

Insurance coverages and an indemnification agreement, which will be required by the successful Consultant, are listed on the Authority's website under Business Center, Professional Services, Expressions of Interest, Supplemental Forms, "Routine Order For Professional Services Agreement."

SECTION VII

DISCLOSURE FORM – OUTSTANDING WORK

The Consultant must submit the Disclosure Form titled “Outstanding Work Form” on the form available on the Authority’s website under Professional Services, Expression of Interest, Supplemental Forms.

SECTION VIII

SBE SET ASIDE

NEW JERSEY TURNPIKE AUTHORITY SMALL BUSINESS ENTERPRISE SET - ASIDE PROGRAM

It is the policy of the New Jersey Turnpike Authority (the “Authority”) that Small Business Enterprises (“SBE”) as determined and defined by the New Jersey Commerce and Economic Growth Commission (“Commerce Commission”) and the Department of the Treasury (“Treasury”) in N.J.A.C. 12A:10A-1 et seq. have the opportunity to compete for and participate in the performance of consultant services. The Authority is seeking participation of these SBE's for the issuance of certain Orders for Professional Services (OPS).

Accordingly, for this procurement, Expressions of Interest (EOI) will only be accepted from prequalified Consultants who are registered with the Commerce Commission as a SBE. The Consultant shall submit proof of its SBE registration as part of the EOI at the time EOI's are due. EOI's received from firms not registered with the Commerce Commission at the time EOI's are due will not be reviewed.